

**Work Assignment (WA) / Task Order (TO)  
Invoice Review Form**

  
1247191 - R8 SDMS

Invoice # February 2009

Contract: SRC(2) GS-00F-0019L  
Region: 8- EPA  
Program: Risk Assessment  
Date to WAM/COTR: 03/20/09

WA/TO NO.: 840  
WAM/COTR : Victor Ketellapper  
Date to PO: 03/27/09

**NOTE TO WAMs/COTRs:** The monthly progress report and invoice should be reviewed before verifying costs. If any problems are noted they should be discussed with the PO within 3 working days of the invoice. Please retain the copy of the invoice for your records as part of your on-going contractor performance review.

**PERFORMANCE**

If a rating is 1 – unsatisfactory, the problem will be addressed immediately by the PO.

Check One for Each Criterion:                      4-Outstanding                      3-Exceeds Expectations                      2-Satisfactory                      1-Unsatisfactory

**RATING**

**PROJECT PLANNING**

Sets schedules and priorities for the accomplishments of all work under the work assignment/task order.

☒ 4    ☐ 3    ☐ 2    ☐ 1

Maintains regular communication link with Agency personnel and provides appropriate information

- Compliance of contract and work assignment/task order requirements.
- Development of work plan.

**TECHNICAL COMPETENCE AND INNOVATION**

- Technical quality of deliverables.
- Ability to meet work plan goals and objectives
- Adherence to regulations, procedures, and guidelines
- Effectiveness and thoroughness of analyses
- Creativity and ingenuity in approach
- Ability to support other organizations involved at site

☒ 4    ☐ 3    ☐ 2    ☐ 1

**SCHEDULE AND COST CONTROL**

- Deliverables and maintenance of planned schedules and budgets for deliverables provided by Work assignment/Task Order
- Ability to minimize and control the cost
- Quality of deliverables
- Elimination of duplication of effort

☒ 4    ☐ 3    ☐ 2    ☐ 1

**RESOURCE UTILIZATION**

- Effective use of resources.
- Effectively manage subcontractors' costs and resources, eliminate cost duplication by subcontractors
- Assure contract compliance by subcontractors
- Effectively monitor subcontractor performance
- Adherence to subcontracting plan

☐ 4    ☒ 3    ☐ 2    ☐ 1

**REPORTING**

- Timeliness of deliverables
- Accuracy and completeness of data
- Clarity and thoroughness of reports and documents

☐ 4    ☒ 3    ☐ 2    ☐ 1

**EFFORT**

- Identify and resolve problems
- Thoroughness in dealing with all aspects of the project

☐ 4    ☒ 3    ☐ 2    ☐ 1

**Performance Highlights or Problems:**

The work was completed under the budget and of excellent quality

### INVOICE/VOUCHER REVIEW

ELEMENT	ITEM	YES	NO	N/A
Labor	1. LOE commensurate with effort and appropriate for WATO.	x		
	2. Labor mix appropriate and consistent with WATO needs.	x		
Travel	3. Purpose of trips known, necessary and approved for WATO.			x
	4. Local travel expenses are warranted and reasonable.			x
ODCs	5. ODC charges necessary to support WATO and reasonable for work provided.			x
	6. Adequate breakout of ODCs provided to evaluate reasonableness.			x
Team Subs	7. LOE and other charges are reasonable for WATO support provided and consistent with WP.	x		
Subcontractors	8. Subcontract charges consistent with the work performed.			x

#### Invoice Comments or Issues:

Performance overall is (check one):   x   SATISFACTORY        UNSATISFACTORY

Costs are (check one):        REASONABLE        UNREASONABLE

       I recommend that costs be suspended. State how much and reason why.

WAM/COTR Signature: Victor Ketellapper Date: 3/24/09